

**CERTIFICATE OF COUNTY CLERK ON DEPOSIT OF MONEYS
INTO COURT OR PURSUANT TO STATUTE**

STATE OF NEW YORK
COUNTY OF SUFFOLK
_____ **1** _____ COURT

Office of the County Clerk
Riverhead, NY
Date: _____ **2** _____, 20__ **3** _____

_____ **4** _____

Purpose of Deposit¹:
 Discharge judgment²
 Tender into court to discharge stakeholder²
 Security for costs²
 to discharge a mechanic's lien³
 Other/Lien #: _____ **6** _____²
(insert other purpose or Mechanic's Lien #)

- against -

_____ **5** _____

Index No.: _____ **7** _____

I, **JUDITH A. PASCALE**, the Clerk of the County of Suffolk, do hereby certify that I have this **8** day of
9 _____, 20__ **10**__, received from _____ **11** _____ the sum of
\$ _____ **12** _____, which sum I have deposited this same day with the Comptroller of the County
of Suffolk.

Section A: funds deposited pursuant to the _____ **13** _____ of _____ **14** _____ Court dated
_____ **15** _____ and entered _____ **16** _____ and/or pursuant to § _____ **17** _____ of
the _____ **18** _____ and deposited for the benefit of
_____ **19** _____.

Section B: funds deposited to discharge a mechanic's lien for \$ _____ **20** _____, filed in my office on
_____ **21** _____, by _____ **22** _____, claimant, against
_____ **23** _____ and against
property situated at _____ **24** _____ with

TMN: __ - __. __. __. __. __.

County Clerk

(Seal)

¹ Check one
² Complete the information in Section A
³ Complete the information in Section B

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF COUNTY CLERK ON DEPOSIT OF MONEYS INTO COURT OR PURSUANT TO STATUTE

All information above Section A must be filled in for all deposits. With regard to the “Purpose of Deposit”, place a check in the box best describing the purpose for which the deposit is being made.

If funds are being deposited into Court or pursuant to a CPLR 3219 tender, Section A must be completed and “NA” inserted in items 20-25. If the deposit is for the purpose of discharging a mechanic’s lien, insert “NA” in items 13-19 and complete Section B.

Bring the completed form and a copy of the document directing deposit, if any, with you when tendering the funds at the County Clerk’s Office.

1. Insert the name of the Court in which the matter is pending or would be pending. The options are Supreme or County Court.
2. Insert month and day deposit being made.
3. Insert year deposit being made.
4. Insert Plaintiffs/Claimants names. Claimant in the case of a mechanic’s lien.
5. Insert Defendants/Property Owner’s names. Property owner in the case of a mechanic’s lien.
6. Insert an other purpose if the deposit is not adequately described by items 1-4. If purpose is to discharge a mechanic’s lien, insert the number of the mechanic’s lien being discharged.
7. Insert index number of matter if one has been assigned.
8. Insert day deposit made.
9. Insert month deposit made.
10. Insert year deposit made (last two digits).
11. Insert name of person or entity depositing funds.
12. Insert amount being deposited.
13. Insert the type of document directing the deposit of the funds, if any. The usual document type is an order or judgment. If the deposit is not pursuant to one of these document types, see item 17.
14. Insert Court issuing the document type from item 13 (Supreme, County, Appellate Division).
15. Insert the date of the document – date signed by the Court.
16. Insert date filed with the County Clerk.
17. Insert the section of law for which the deposit is being made. Include if referenced in the document from item 13.

18. Insert Chapter of law in which the section in item 17 is contained (for example, CPLR).
19. Insert the name(s) of the party(ies) for whose benefit the deposit is being made.
20. Insert the amount of funds deposited to discharge the mechanic's lien.
21. Insert the date the mechanic's lien filed with the Suffolk County Clerk.
22. Insert the name(s) of the person(s) or entity(ies) who filed the mechanic's lien.
23. Insert the name(s) of the person(s) or entity(ies) against whom the mechanic's lien was filed.
24. Insert the address of the property the mechanic's lien was filed against.

Insert the complete Tax Map Number of the property against which the mechanic's lien was filed. The complete number is 19 digits long and must include all leading and trailing zeroes. For example, the Town of Babylon is District 0100 (the leading "0" **must** be included).